



Switched-On™
ONLINE

2009-2010 Curriculum Catalog

Business Computer Information Systems I-A
(BCIS I-A)

Welcome to AOP!

We are excited that you are including AOP as part of your program of instruction, and we look forward to serving you and your students.

AOP comes complete with a full, multimedia-enriched curriculum for grades 3—12 in five core subjects and electives.

This course catalog covers the following course:

- Business Computer Information Systems I-A

Thanks for choosing us!

Glynlyon Curriculum Development Team

Alpha Omega Technical Support

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- Technical Support
- Product Configuration and Update Management

You can contact Alpha Omega Technical Services for any support need using the following contact information:

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Technical Services Phone Support:

Toll Free: 1-800-735-4193

Monday – Friday 7:00 am to 7:00 pm (CT)

Business Computer Information Systems I-A

Unit 1

Assignment Title
1. Communication Skills
2. Electronic Communication Skills
3. Project: Revising E-mail
4. Quiz 1: Overview of Effective Communication Skills
5. Workplace Skills, Habits, and Attitudes
6. Active Listening
7. Constructive Feedback
8. Project: Employee Action Plan
9. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes
10. Finding Reliable Internet Resources
11. Paraphrasing and Summarizing
12. Organizing Information
13. Quiz 3: Using Written Information
14. Report: Business Skills
15. Special Project
16. Review
17. Test
18. Alternate Test

Unit 2

Assignment Title
1. Hardware versus Software
2. Current Business Technology
3. Quiz 1: Overview of Business Technology
4. Business Solutions Case Studies
5. Emerging Technology
6. Project: Defining Technical Terms
7. Quiz 2: Business Solutions
8. Report: Technology in Business
9. Special Project
10. Review
11. Test
12. Alternate Test

Unit 3

Assignment Title
1. Keyboarding Pretest
2. Keyboarding Exercises
3. Number Keypad
4. Project: Timed Typing Tests
5. Quiz 1: Keyboarding Skills
6. Writing and Editing a Business Document
7. Project: Creating a Memo
8. Business Letters
9. Project: Creating a Business Letter
10. Resumes
11. Project: Creating a Resume
12. Brochures and Newsletters
13. Project: Creating a Newsletter
14. Research Papers
15. Project: Formatting a Research Paper
16. Business Reports
17. Project: Creating a Business Report
18. Quiz 2: Creating Business Documents
19. Special Project
20. Review
21. Test
22. Alternate Test

Unit 4

Assignment Title
1. Entering Data
2. Formatting
3. Editing Data
4. Shortcuts
5. Quiz 1: Spreadsheet Basics
6. Formulas
7. Project: Using Simple Formulas
8. Advanced Formulas
9. Project: Using Advanced Formulas
10. Quiz 2: Spreadsheet Formulas
11. Project: Creating a Personal Budget
12. Project: Estimating Income Taxes
13. Creating Graphs
14. Project: Business Spreadsheets
15. Project: Balance Sheets and Profit-and-Loss Statements
16. Quiz 3: Spreadsheet Applications
17. Special Project
18. Review
19. Test
20. Alternate Test

Business Computer Information Systems I-A (cont.)

Unit 5

Assignment Title
1. Comparing Databases and Spreadsheets
2. Understanding Database Terms
3. Project: Creating a Data Base
4. Working with Data and Records
5. Quiz 1: Database Basics
6. Using Databases to Search and Query
7. Project: Working with Queries
8. Project: Using a Database to Generate Mailings
9. Importing and Exporting Data
10. Project: Using a Database to Create a Business Report
11. Quiz 2: Database Features
12. Special Project
13. Review
14. Test
15. Alternate Test

Unit 6

Assignment Title
1. Review
2. Exam
3. Alternate Exam